

## **DOCUMENTATION FOR NON-ACCREDITED AND FOREIGN DEGREES**

The following additional documentation is required from applicants who graduated from non-accredited or foreign degree programs:

### **1. TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) AND TEST OF SPOKEN ENGLISH (TSE)**

Applicants must speak and write the English language. Proficiency in English may be evidenced by possession of an accredited Bachelor's degree [as defined by 133.21(c)] taught exclusively in English, or passage of the TOEFL with a score of 550 or better and passage of the TSE with a score of 45 or better. The TOEFL and TSE representative is:

**TOEFL and TSE Services  
Educational Testing Service  
P. O. Box 6151  
Princeton, NJ 08541-6151  
Telephone: (609) 771-7100**

The TOEFL/TSE code for this agency is 9653. Applicants requesting a waiver from the TOEFL and/or TSE requirement must submit a written request and supporting reasoning to the Executive Director. A waiver from the TOEFL and/or TSE requirement may be granted by the Executive Director upon receipt of one of the following:

- a) evidence that the degree is earned from an accredited program in one of the Washington Accord countries; or
- b) a letter from the applicant's employer which verifies the applicant's proficiency in the written and oral communication of the English language; or
- c) transcripts which verify six full-time semesters (6 credit hours per semester) toward an advanced engineering degree in the United States.

### **2. DEGREE EVALUATION**

Applicants possessing degrees from non-accredited programs must furnish, at their own expense, a detailed evaluation of course work completed. The degree evaluation must include an "Equivalency Transcript" (a detailed evaluation of coursework with grades) and be sent directly to the Board office by the evaluation service. The foreign degree evaluation services selected by the Board are:

NCEES Credentials Evaluations  
P.O. Box 1686  
Clemson, SC 29633  
1- 800-250-3196 or 864-654-6824  
FAX: 864-654-6033

Web Site:  
[http://www.ncees.org/credentials\\_evaluations.php](http://www.ncees.org/credentials_evaluations.php)

SpanTran Educational Services, Inc.  
7211 Regency Square Blvd., Suite 205  
Houston, TX 77036-3197  
713-266-8805 ext. 106  
FAX 713-789-6022

Web Site: [www.spantran-edu.org](http://www.spantran-edu.org)  
E-mail: [info@spantran-edu.org](mailto:info@spantran-edu.org)

Josef Silny and Associates  
7101 SW 102 Avenue  
Miami, FL 33171  
Tel: 305-273-1616  
Fax: 305-273-1338 / Translation Fax: 305-273-1984  
Web Site: [www.jsilny.com](http://www.jsilny.com)  
E-mail: [info@jsilny.com](mailto:info@jsilny.com)

Foreign Credential Services of America  
Dr. William Paver  
1910 Justin Lane  
Austin, TX 78757-2411  
512-459-8428  
FAX 512-459-4565  
Web Site: [www.fcsa.biz](http://www.fcsa.biz)  
E-mail: [info@fcsa.biz](mailto:info@fcsa.biz) or [paver@mail.utexas.edu](mailto:paver@mail.utexas.edu)

Educated Choices, LLC  
127 Inwood Ave.  
Upper Montclair, NJ 07043  
973-746-6512  
FAX 973-746-6597  
Web Site: [www.educatedchoices.com](http://www.educatedchoices.com)  
E-mail: [info@educatedchoices.com](mailto:info@educatedchoices.com)

Applicants requesting a waiver from evaluation of a degree must submit a written request and supporting reasoning to the Executive Director.

**A waiver from the degree evaluation may be granted by the Executive Director under the following conditions:**

- a) the degree is earned from an institution in the United States and sufficient resources are available for the Board to evaluate it (including all TAC/ABET-accredited degrees);
- b) the degree does not contain curricula that is deemed by the Executive Director to be an integral part of the applicant's engineering education.

**3. ENGLISH TRANSLATION**

All documents supporting an application which are written in a language other than English must be accompanied by a certified English translation.

**4. OFFICIAL TRANSCRIPTS REQUIRED**

Per Board Rule 133.33(a), the applicant must have the school furnish an official transcript directly to the TBPE.